

## PRINCIPAL ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To coordinate and administer various city engineering programs and projects; to prepare and administer the city's five-year capital improvement program; to coordinate programs and projects with other city departments and outside agencies; and to provide highly responsible staff assistance to the assigned division manager or section supervisor.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a division manager or section supervisor.

Exercises direct supervision over professional, technical and clerical staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Participate in the development and implementation of goals, objectives, policies and priorities for assigned division or section; identify resource needs; recommend and implement policies and procedures.
2. Coordinate and administer various city engineering programs and projects; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Prepare and administer the city's five-year capital improvement program; work with city departments and division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategies.
4. Research, analyze and prepare new funding source applications for public works projects.
5. Provide or coordinate staff training and development; work with employees to correct deficiencies.
6. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

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**Principal Engineer (Continued)**

**Essential Functions: (continued)**

7. Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents and reports.
8. Respond to and resolve difficult and sensitive citizen inquiries and complaints; review contractor claims against the city.
9. Provide administrative and analytical support to an assigned division manager or section supervisor; prepare and present special reports and analyses as required.

**Marginal Functions:**

1. Participate in the development and administration of assigned division or section budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
2. Represent assigned division manager at public and committee meetings as required.
3. Produce engineering design drawings using autocad software.
4. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of mechanical engineering.
5. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive engineering program in the assigned discipline.  
Modern and complex principles and practices of the assigned engineering discipline.  
Autocad software and techniques.  
Principles of budget preparation and control.  
Principles of training and development.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Manage and coordinate the work of professional, technical and clerical personnel.  
Interpret and apply pertinent federal, state and local laws, codes, rules and regulations.  
Manage and administer a comprehensive capital improvement program.  
Review and develop designs, plans, long range capital improvement plans and specifications.  
Enforce compliance with pertinent laws and regulations.  
Produce engineering documents using autocad software.  
Prepare clear and concise reports.  
Communicate clearly and concisely, both orally and in writing.

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**Ability to: (*continued*)**

Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment.*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible professional civil, mechanical, structural or electrical engineering experience or in another engineering discipline closely related to the area of assignment.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, mechanical, structural or electrical engineering or in another engineering discipline closely related to the area of assignment.

**License or Certificate**

Possession of an appropriate, valid Nevada certificate of registration as a professional engineer in one of the following disciplines on the date of appointment: civil, mechanical, electrical, structural or industrial, or another field closely related to the assignment.

**WORKING CONDITIONS**

**Environmental Conditions:**

Field and office environment; exposure to computer screens and inclement weather conditions when conducting site inspections.

ARB  
NEW 11/6/96  
FLSA & City: exempt

Approved 1/21/97